

## PROCUREMENT SUMMARY - COMMERCIAL (OVER \$25,000)

Purchase Order # \_\_\_\_\_ Purchase Requisition # \_\_\_\_\_

☐ Budget Office Approval Dated: \_\_\_\_\_ ☐ Work Project No. \_\_\_\_\_

☐ Receiving Inspection/Test, QA Representative Approval

☐ ESH Safety Approval and Orientation Determination Required and Obtained

☐ (Form PD-2) Request for Approval of Subcontract or Purchase Order Action

☐ Representations and Certifications (>\$10K) Form

☐ Organizational Conflict of Interest Disclosure

☐ (Form ANL410) Sole/Single Source Procurement: Approved by: \_\_\_\_\_

☐ Price Reasonableness Based on:

☐ Competitive Bid Process ☐ Published Price List ☐ Prior Purchase History

☐ GSA Contract ☐ Certified/Commercial Pricing ☐ \_\_\_\_\_

☐ Commercial catalog/published price list/GSA:

☐ Numbers: \_\_\_\_\_ Dated: \_\_\_\_\_ Page(s) \_\_\_\_\_

☐ GSA-FSS \_\_\_\_\_ Dated: \_\_\_\_\_ Page(s) \_\_\_\_\_

☐ Comparison with prior purchase of same or similar item:

Purchase Order No. \_\_\_\_\_ Vendor Name: \_\_\_\_\_

Quantity \_\_\_\_\_ Unit Price: \$ \_\_\_\_\_

☐ (Form ANL-70) Request for Quotation No. \_\_\_\_\_ Dated: \_\_\_\_\_

RFQ Issued to: Sources= \_\_\_\_\_ Received: Replies= \_\_\_\_\_ No. Bid= \_\_\_\_\_ No. Response= \_\_\_\_\_

☐ Tabulation of Quotation (Form PUR-2): Price Ranges: \$ \_\_\_\_\_

☐ Request for Technical Review issued date \_\_\_\_\_

☐ Approval - Low Bidder, \_\_\_\_\_, Comment: \_\_\_\_\_

☐ Approval - Other than Low Bidder, \_\_\_\_\_, Comment: \_\_\_\_\_

☐ (Form ANL-475) Request for Legal Review

☐ Business "AWARD":

☐ Small ☐ Minority ☐ Sole/Single Source ☐ Large

☐ Women Owned ☐ Competitive ☐ Small/Set-aside ☐ Other

☐ Successful Vendor: \_\_\_\_\_ Price: \$ \_\_\_\_\_

Comments: ☐ See reverse or next page for additional information

\_\_\_\_\_  
*Buyer Signature*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Supervisor/Manager Signature*

**COMMENTS:**

*(Comments block is an unlimited field. It will expand and wrap as you begin entering your information.)*